

NOTICE OF RULE MAKING

Arkansas Department of Human Services Administrative Policies
DHS 1016, Inclement Weather Policy
DHS 1073, Communications
DHS 1084, Employee Discipline
DHS 1086, Employee Mediation/Grievance Procedure

DHS proposes revision of Policy 1016 to allow employees to be placed on leave without pay due to inclement weather; Policy 1073 to incorporate DHS 1041, News Releases, and DHS 1015, Departmental Requests to the Attorney General's Office; Policy 1084 to require that an Employee Interview be conducted prior to disciplinary action; and Policy 1086 to require internal mediation be utilized as the first step attempt to resolve complaints, effective October 31, 2003.

An expanded Notice of Rule Making is available on the DHS website at

<http://www.state.ar.us/dhs/NewDHS/notices.html>

or by writing to DHS, Office of Finance & Administration, Support Services Section, P.O. Box 1437, Slot W403, Little Rock, AR 72203-1437, Attn: Policy and Administrative Program Management, for those interested parties who wish the opportunity to present their views.

EXPANDED
NOTICE OF RULE MAKING

Arkansas Department of Human Services

Pursuant to the U.S. Omnibus Budget Reconciliation Act of 1981 and Ark. Code Ann. 20-76-201, the Chief Fiscal and Administrative Officer, Office of Finance and Administration, proposes revised rules entitled "DHS 1016, Inclement Weather Policy; DHS 1073, Communications; DHS 1084, Employee Discipline; and DHS 1086, Employee Mediation/Grievance Procedure.

- Policy 1016 was reformatted and revised in compliance with Act 835 of 2003 to allow employees to be placed in a leave without pay status due to inclement weather.
- Policy 1073 was reformatted and revised to incorporate DHS 1041, News Releases, and DHS 1015, Departmental Requests to the Attorney General's Office.
- Policy 1084 was revised to require that an Employee Interview be conducted prior to any disciplinary action.
- Policy 1086 was reformatted, renamed and revised to require that internal mediation be utilized as the first step attempt to resolve complaints, and to allow all probationary employees to file grievances except those serving their initial (new-hire to the Department) probationary status.

Copies of the rules may be obtained by writing to the DHS Office of Finance and Administration, Human Resources/Support Services Section, P.O. Box 1437, Slot W403, Little Rock, AR 72203-1437, Attention: Policy and Administrative Program Management. All comments must be submitted in writing within 30 days following the date of the initial newspaper notice.

The Department of Human Services, Office of Finance and Administration, is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed, and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, or national origin.

Alternate formats (large print, audio tapes, etc.) will be provided upon request.

Glenda Higgs, Manager
Policy and Administrative Program Management

Date